



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

SEP 24 2008

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Planning Order (PLANORD) for PR-11/POM-12 Acquisition
Workforce Resources

Reference: (a) SECNAVNOTE 5300 Department of the Navy Acquisition
Workforce Stewardship dated September 8, 2008

(b) N8 Fragmentary Order NR 16 for Program Objective
Memorandum, Fiscal Years 2011-2015: Warning Order for
Program Review, Fiscal Years 2011-2015 dated August 6, 2008

Situation. The Department of the Navy (DON) acquisition community is challenged with ensuring a capable, effective and efficiently-sized acquisition workforce that is properly balanced with workload. To successfully execute the duties assigned by reference (a), Principal Civilian Deputy (Acquisition Workforce) (PCD (AW)) will monitor workforce capabilities and capacities and provide strategic guidance on acquisition workforce requirements. Annual manpower requirements will vary as acquisition workforce capacity is aligned with planned acquisition workload. The Office of the Assistant Secretary of the Navy (Research, Development and Acquisition) (OASN (RD&A)) will coordinate all acquisition manpower requirements with Chief of Naval Operations (CNO) and Commandant of Marine Corps (CMC) workforce resourcing organizations to ensure any required adjustments are properly allocated in the Planning, Programming, Budgeting and Execution (PPBE) process. Specifically, as highlighted in reference (b), the Program Review for Fiscal Years 2011-2015 (PR-11) is an opportunity to submit limited adjustments to existing approved Programs of Record including Fact-of-Life adjustments and Change Proposals limited to essential changes for the FY-11 budget itself. Program changes that do not directly impact the FY-11 budget year will be deferred to the FY-12 budget cycle. PR-11 also provides the opportunity to develop a solid understanding of the Navy's capability and capacity alignment with existing and emerging guidance to support Program Objective Memo 12 (POM-12).

With the Quadrennial Defense Review progressing in parallel with PR-11 and PR-11 being the new Administration's first budget, the PR-11 process may require changes as guidance emerges. Changes could include the submission of a complete Program Objective Memo (POM), vice PR-11 as currently expected. Changes and updated guidance will be issued via Fragmentary Orders.

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Mission. Develop acquisition program and workforce change requirements for Program Review FY-11 through FY-15 and begin assessing potential changes for POM-12, in accordance with references (a) and (b).

Concept of Operation. The Acquisition Commands will develop acquisition workforce staffing and alignment plans in response to workforce and fiscal guidance forwarded under separate Fragmentary Orders. These plans will account for program requirements as identified in budget planning guidance and will identify required staff and funding alignments in PR-11 and potential changes for POM-12. As good stewards, all should consider strategies to support acquisition staffing requirements for efforts beyond the Future Years Development Program (FYDP) to support the Navy-Marine Corps Total Force for Tomorrow. In accordance with reference (a), OPNAV (N1/N4/N6/N8), Deputy Commandant of the Marine Corps for Program and Resources (DCMC (P&R)), and Deputy Commandant of the Marine Corp Manpower and Reserve Affairs (DCMC (M&RA)) will ensure Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)) participation throughout the programming phase of the Planning, Programming, Budgeting and Execution (PPBE) process. ASN (RD&A) will review and assess impacts on the acquisition workforce. ASN (RD&A) will monitor budgeting activities for consistency and appropriate application of the acquisition workforce strategy. Any unresolved issues arising from the budget review should be adjudicated in accordance with reference (a).


ASN (RD&A)'s Intent. It is the intent of ASN (RD&A) to ensure a DON acquisition workforce that properly supports the programmatic workload and is aligned with DON fiscal guidance.

Assumptions. This Planning Order assumes that resource programming is the responsibility of the resourcing organizations during POM/PR build process. Also, programmatic risks will be assumed by program offices through coordination and concurrence with the resourcing organization and an ASN (RD&A) representative.

Process. Acquisition Commands will implement acquisition workforce staffing and alignment plans and address workforce issues throughout the PPBE process.

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Points of Contact. The PCD (AW) point of contact for this subject is Ms. Carolyn Willis, Director, Acquisition Career Management. She can be reached at (703) 614-0522 or by email at carolyn.willis@navy.mil



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